# Colchester Public Schools
# School Based
# Safe School Climate Specialist
# Job Description

**Overview:**
Each school's School Climate Specialist will be responsible for facilitating Safe School Climate Committees (SSCC) at their school and coordinating collaborating with other teams to create a continuum, PK-12.

**Essential Duties and Responsibilities:**

- Supervises the investigation of reported acts of bullying (or investigates reported acts of bullying if assigned by the school principal)
- Acts as the primary school official responsible for preventing, identifying and responding to reports of bullying in the school
- Co-chairs the school SCCC to ensure effectiveness in:
    - Establishing a comprehensive school climate committee in accordance with the law and the District Climate Plan
    - Ensuring that parent(s)/guardian(s)/caregiver(s) serving on the committee do not participate in any activities which may compromise the confidentiality of any student
    - Identifying school behavioral difficulties and specific settings where behaviors occur
    - Examining data with staff and administrators to design and implement a continuum of services within the building that supports teaching and reinforcing prosocial behaviors across the school settings
    - Coordinating SSCC with other committees, such as the Diversity, Equity, and Inclusion committee, and intervention teams, such as student assistance teams
    - Facilitating discussions regarding the efficacy of interventions to determine changes needed in program
    - Coordinating training of school teams
    - Collecting and interpreting state and local data concerning behaviors, suspensions, detentions and expulsions
    - Recommend available resources to build structures for interventions with behaviorally challenged students
    - Establishing roles, responsibilities and procedures for SSCC including:
        - Receive copies of completed report following investigations of bullying
        - Identify and address patterns of mean-spirited behavior among students in the school
        - Review and make recommendations to amend school policies and regulations relating to bullying
        - Review and make recommendations to the District Safe School Climate Coordinator regarding the district's Climate Plan based on issues and experiences specific to the school

- Attends monthly meetings with District SSC Coordinator, other SSC Specialists and Administrators to identify effective evidence-based and intervention strategies. Strategies may include, but are not limited to the following:
    - With administration, lead the school in a strategy for fostering a positive school climate
    - Assist in the identification of a positive behavioral intervention and support process or another evidence-based curriculum for safe school climate for the prevention of bullying
    - With School Administrators and staff, make students aware of school rules prohibiting bullying, harassment and intimidation and establish appropriate consequences for those who engage in such acts
    - Recommend adult supervision of outdoor areas, hallways, the lunchroom, the bus, and other specific areas where bullying is likely to occur
    - With the Director of Teaching and Learning, develop inclusion of grade-appropriate social-emotional and bullying education and prevention curricula in kindergarten through high school
    - With staff, implement the evidence-based prevention and intervention strategies identified by the Safe School Climate Committee
- As part of the District Safe School Climate Committee:
    - Coordinates, at the school level, the administration of a bi-ennial assessment using the school climate assessment instruments including surveys, approved and disseminated by the State Department of Education for each school
    - Collect, review and analyze data obtained from climate surveys, make necessary modifications to the district plan
    - Compare and contrast survey results with the National School Climate Standards and best practices
    - Coordinate all annual training according to programs provided by the State Department of Education (CSDE)

**Knowledge, Skills & Abilities:**

- Keeps abreast of developments in techniques, philosophy, and content in the professional literature and attends in-service training relating to safe school climate systems in conjunction with the CSDE
- Understands student emotional, social, and academic needs and how students differ in their approaches to school

**Position Qualifications:**

- Certification as a teacher issued by the CSDE
- Exemplary performance/experience working with school age appropriate students in the building
- Strong leadership skills
- Demonstrates knowledge of effective behavior strategies and ways to work with students
- Knowledge of district and state requirements regarding managing student behavior
- Ability to work effectively as a team member

**Other Requirements:**

- Background check
- Screening for Tuberculosis (TB)

**Terms of Employment:**
School calendar year; stipend position

**Evaluated by:**
Principal